



**CITY OF KEY WEST
CIVIL SERVICE BOARD
(305) 809-3770**

AGENDA

**CITY OF KEY WEST CIVIL SERVICE BOARD
JUNE 20, 2012 – 5:30 P.M.
CITY HALL – LEGAL CONFERENCE ROOM
3128 FLAGLER AVENUE – HABANA PLAZA**

- I. MEETING CALLED TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. ROLL CALL
- IV. APPROVE MINUTES
FEBRUARY 29, 2012 REGULAR MEETING
- V. NEW BUSINESS
 - A. ELECTION OF OFFICERS
 - B. REPORT ON POLICE PROMOTIONAL EXAMS – MAY 16, 2012
 - C. REPORT ON EXAM REVIEW
 - D. POLICE PROMOTIONAL EXAM CHALLENGES
 - E. RATIFY POLICE PROMOTIONAL EXAM SCORES
 - F. NEXT SCHEDULED CSB ACTIVITIES:
 - Fire Exam – July 18, 2012
 - Regular Meeting – August 14, 2012
- VI. OTHER BUSINESS
- VII. ADJOURN

IF ANYONE DECIDES TO APPEAL ANY DECISION MADE BY THE BOARD WITH RESPECT TO ANY MATTER CONSIDERED AT THIS TIME OR HEARING, HE/SHE WILL NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. (FLORIDA STATUTE SECTION 286.0105)

**** It is the policy of the City of Key West to comply with all requirements of the Americans with Disabilities Act (ADA). Please call the TTY number at 305-809-1000 or the ADA Coordinator at 305-809-3951 at least five business days in advance for sign language interpreters, assistive listening devices, or materials in accessible format.***

CITY OF KEY WEST
CIVIL SERVICE BOARD
REGULAR MEETING MINUTES OF
FEBRUARY 29, 2012
ADA CONFERENCE ROOM – CITY HALL 525 ANGELA STREET

BOARD MEMBERS PRESENT:

Ray Limbert, Chairperson
Tim Atwell, Vice Chair
Mark Albury
George Cabanas
Tommy Mack

STAFF PRESENT:

Claire Hurd, Clerk

Sandy Gilbert, HR Director

I. MEETING CALLED TO ORDER

The meeting was called to order at 5:31 p.m. by Chairman Limbert.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

The Clerk called the roll. All members of the Board were present. There was a quorum.

IV. APPROVE MINUTES

Mr. Cabanas moved to approve the minutes of November 16, 2011. Mr. Atwell seconded the motion. Motion passed unanimously.

V. NEW BUSINESS

A. Report on 1/18/2012 Fire Exam

The Clerk reported that Chairman Limbert and she were present for exam administration. Nine drivers and six captains sat for the exam.

B. Report on 2/8/2012 Fire Exam Review Session

The Clerk reported that Mr. Cabanas and Mr. Mack attended the review session. Four candidates requested the review and one candidate attended the review session. There were no challenges to the exam.

C. Ratify 1/13/2011 Fire Exam Scores

Mr. Cabanas moved to ratify the fire scores for the examinations administered on 1/18/12 – as reflected in the memo contained in the agenda package. Mr. Albury seconded the motion. Motion passed unanimously.

[Clerk's note: The scores reported are as follows: Driver -- Keith Hernandez – 88; Jason Klothakis – 74; Manny Pichardo – 66; Thomas Bouchard – 65; Brandon Kocis – 61; Tim L. Anson – 60; Brian Rose – 56; Wesley R. Jones – 53; Kyle G. Williams – 30; Captain – Alan R. Averette – 88; Keith J. Sellers – 82; Gregory Barroso – 82; Chris Saunders – 81; Jacob Perry - 73; Jason Means – 62]

D. Next Scheduled Activities

Mr. Atwell and Mr. Albury volunteered to proctor the Police Promotional Exam scheduled for May 16, 2012.

The next regular CSB meeting is scheduled for June 20, 2012.

VI. OTHER BUSINESS

The Clerk commented that it would be appropriate to agenda the election of officers on the next agenda.

VII. ADJOURNMENT

There being no further business, Mr. Cabanas moved to adjourn the meeting. Mr. Atwell seconded the motion. Motion passed unanimously. Meeting adjourned at 5:36 pm


Claire Hurd, Clerk of the Board



CIVIL SERVICE BOARD
(305) 809-3770

MEMORANDUM

TO: Chief Donie Lee

FROM: Claire Hurd, Civil Service Board Clerk 

DATE: May 29, 2012

RE: Test Results for May 16, 2012 police promotional exams

Here is a list in grade order of candidates who took the police department promotional exam exams on May 16, 2012. *Please be aware that THESE SCORES ARE ONLY PRELIMINARY. THE REVIEW PERIOD HAS NOT YET EXPIRED; AND THE BOARD HAS NOT YET RATIFIED THE SCORES.*

<u>CANDIDATE</u>	<u>TEST SCORE</u>	<u>SENIORITY</u>	<u>TOTAL</u>
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Lieutenant Exam

Sean Brandenburg	82	4.0	86.00
Areaka Jewell	81	4.0	85.00
Hollis Wood	80	5.0	85.00
Jeffery Williamson	80	5.0	85.00

Sergeant Exam

Eric Biskup	91	5.0	96.00
Joseph Bradley Lariz	85	4.0	89.00
Randall Smith	81	3.5	84.50
Frank Betz	79	3.5	82.50
Frank Duponty	76	5.0	81.00
Matthew Haley	77	3.75	80.75
Michael Chaustit	73	3.0	76.00
Kuniko Keohane	72	4.0	76.00
Richard Thomas	72	3.75	75.75
Donald Barrios	69	N/A	69.00
Fred Carter Sims	69	N/A	69.00


cc: Civil Service Board File



CIVIL SERVICE BOARD
CITY OF KEY WEST
PO BOX 1409
KEY WEST, FL 33041
(305) 809-3770

IMPORTANT NOTICE - PLEASE POST

TO: All Eligible Key West Firefighters

FROM: Claire Hurd, Clerk
Civil Service Board 

DATE: June 11, 2012

RE: FIRE PROMOTIONAL EXAM – JULY 18, 2012

**THIS CONSTITUTES FORMAL NOTICE THAT FIRE
PROMOTIONAL EXAMS FOR THE RANK OF DRIVER AND
CAPTAIN WILL BE ADMINISTERED ON
WEDNESDAY, JULY 18, 2012**

In accordance with *Civil Service Board Rule III.B.2.*, the registration period for this exam officially commences 4 weeks before the exam. Completed registration forms must be received in my office at least eight business days before the exam is scheduled -- by 5 p.m. on Friday, July 6, 2012.

Individual notices of the exam, along with registration forms, were sent today through inter-office mail to each firefighter on the attached eligibility list. If your name is not included on the eligibility list, and you believe you may be eligible for the examination, contact me as soon as possible at 809-3770.

ELIGIBILITY LIST ATTACHED

cc: Chief David Fraga
Div. Chief Mike Davila
Sandy Gilbert, Human Resources

LIST OF CANDIDATES PROVIDED BY KWFD FOR 7/18/2012
PROMOTIONAL EXAMINATIONS

Firefighters eligible for Driver/Engineer Exam

Anson, Tim
Bouchard, Tommy
Goodman, Sheldon
Jones, Wesley
Kocis, Brandon
Maltese, Angelina
Perez, Andrew
Pichardo, Manny
Rose, Brian
Torres, John
Williams, Kyle

Driver/Engineers eligible for Captain's Exam

Franco, Robert
Means, Jason
Pellicier, Scott

LIST OF STUDY MATERIALS FOR 7/18/2012 EXAM

DRIVER/ENGINEER STUDY MATERIALS

IFSTA Pumping Apparatus Driver/Operator Handbook, 2nd Ed. 1st Printing
Delmar, Introduction to Fire Pump Operations, 2nd Edition
Map of Key West

FIRE CAPTAIN EXAM STUDY MATERIALS

Jones and Bartlett, Fire Officer, Principles and Practices, 1st Edition
Delmar, Company Officer, 2nd Edition
Key West Fire Dept Standard Operating Guidelines September 2011